

## **Summary of Equal Employment Opportunity/Affirmative Action Requirements in Chapter 19B Iowa Code and Chapter 95 of the Iowa Administrative Code (IAC)**

### **Duties of Board of Directors**

Boards of directors of school districts, area education agencies, and community colleges shall adopt policy statements and develop plans for implementation of equal employment opportunity standards and affirmative action programs. The plans must be evaluated and updated on a biennial basis

### **Definition of Equal Employment Opportunity**

Equal access to employment, training, and advancement, and employment benefits, on the basis of race, creed, color, religion, sex, age, national origin, sexual orientation, gender identity, or disability

### **Definition of Affirmative Action**

Action appropriate to overcome the effects of past or present policies and practices, that posed barriers to equal employment opportunity on the basis of race, national origin, gender, or disability

### **Rationale for Equal Employment Opportunity and Affirmative Action**

- To employ the best person for the job
- To fully utilize the available talent pool
- To be fair and just
- To provide diverse role models for students and better prepare students for living and working in diverse communities and for success in a global economy.
- To reduce and eliminate stereotypes
- To increase credibility with all stakeholders and clients in schools
- To encourage and support economic development and entice investment in Iowa

### **Equal employment Opportunity/Affirmative Action Plans must:**

- Be written
- Document input from diverse racial/ethnic groups, women, men, and persons with disabilities into its development and implementation
- Include plans for periodic professional development for all employees who hire and supervise personnel
- Include a process for recordkeeping and reporting

### **Components Required Equal Employment Opportunity/Affirmative Action Plan**

**Board policy on non-discrimination** in employment and personnel practices on the basis of race, color, national origin, gender, disability, religion, creed, age, marital status, sexual orientation and gender identity

**Board policy on affirmative action** to hire and retain persons from underrepresented groups in the workforce on the basis of race, national origin, gender, and disability

**Board policy on harassment and bullying** by/of employees and students on the basis of race, national origin, color, language, gender, sex, sexual orientation, gender identity, marital status, familial status, physical and mental ability or disability, age, religion, creed, physical attributes, ancestry, socioeconomic status, political party preference and political beliefs.

**Name, position, phone number and e-mail address** of Equal Employment Opportunity/Affirmative Action Coordinator

**An Administrative statement**, signed and dated by the chief administrative officer, which provides staff with the rationale for the plan, the responsibilities of staff for its implementation, and the internal system for monitoring the implementation of the plan

**Qualitative Analyses** or periodic self-evaluation of employment and personnel policies and practices for fairness on the basis of race, creed, color, religion, sex, age, national origin, sexual orientation, gender identity, or disability

**Qualitative goals** which specify actions with timelines for modifying employment /personnel practices or conditions which have been identified in the self evaluation to contribute to less than equitable access and treatment.

**Workforce analyses** or profile of the current workforce by race, gender and disability within each major job category

**Quantitative Analyses** or comparison of the representation of diverse racial/ethnic groups, women, men and persons with disabilities within each major job category in the workforce with their availability in the relevant labor market

**Numerical goals**, not rigid and inflexible quotas, which reflect realistic aspirations for increasing the numbers of persons from underrepresented groups in the workforce

### **Notification and Distribution**

**The plan** should be annually distributed to staff members involved in the hiring and supervision of personnel. The same staff must be provided periodic professional development on their responsibilities for implementation of the plan.

**The policies** on non-discrimination, affirmative action, and harassment must be disseminated to employees, students, parents, and applicants for employment on an on-going basis

**An annual progress report** must be made to the local board of directors annually

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